



## How to Ensure Timely Renewal of Your Psychologist License

Once a psychologist's license renewal application and fee is received by the Department of Consumer Affairs, it can take several weeks for the license to be updated. Furthermore, it takes an additional two to four weeks for the pocket license to be mailed out. Therefore, it is strongly recommended that you submit your renewal well in advance of the expiration date of your license so that you have proof of renewal to verify with your employer, insurance companies, etc. prior to the expiration date of the license. Keep in mind that you must accrue all of the mandated continuing education in order to renew your license, so be mindful of this when planning continuing education courses.

You can renew your license online using the Online Professional Licensing feature on our website. Renewing your license in this manner usually cuts the renewal processing time in half. You can also use this feature to update your address of record or to request a duplicate pocket license if yours is lost or stolen.

### LICENSE RENEWAL TIPS

The following tips can help you avoid common mistakes that can slow down the renewal process:

- ▶ **COMPLETE YOUR RENEWAL FORM ENTIRELY** – Be sure to answer every question even if you are placing your license on inactive status.
- ▶ **SIGN AND DATE YOUR RENEWAL FORM** – Be sure to sign and date where it is indicated on the form.
- ▶ **PAY THE CORRECT FEE** – Please note the amount due indicated on the renewal form and make sure that you pay that amount. If you are renewing after your license expiration date, make sure that you also include the delinquent fee.
- ▶ **DO NOT UPDATE YOUR ADDRESS** – Address changes made on the renewal form will delay your renewal. We recommend that you update your address using the on-line licensing system on our website or by emailing the address change to the board at [bopmail@dca.ca.gov](mailto:bopmail@dca.ca.gov).

Frequently, we receive calls from licensees whose renewals have not yet been processed, and their license expiration dates have passed. We cannot verify a license renewal until the renewal application is processed through the Department of Consumer Affairs and the expiration date has been updated in our database. Oftentimes, this results in the licensee losing their privileges to practice because they cannot verify for their employer that their license has been renewed.

We also receive calls from licensees who are unable to renew their licenses because a continuing education course that they were scheduled to attend was cancelled. The board is prohibited by law from renewing any license wherein all continuing education requirements have not been met. Therefore, such licenses expire on the expiration date, and the licensee cannot practice until all continuing education requirements are fulfilled and the license is renewed.

The board strongly recommends that you follow the above recommendations and renew your license well in advance of its expiration date to avoid finding yourself unable to practice because your license has been rendered delinquent.